

Denton County Clerk: COVID-19 Foreclosure Posting Procedure

This procedure will be in effect until further notice beginning Thursday, March 26, 2020.

- Trustees/Submitters: Email postings to stacy.trantham@dentoncounty.com. Attach posting as a PDF file to this email. Also, complete and attach the Credit Card Payment Form to your email for payment purposes.
- An electronic date and time stamp will be added to each posting. The date and time on this electronic stamp will reflect the date and time in which your email is received.
 - Please note, if your email containing postings is received after 5:00pm on any given day, the postings attached to that email will receive a date and time stamp of 8:00am and be dated the following business day. Likewise, if your email is received before 8:00am on any given day, the postings attached will receive a date and time stamp of 8:00am for that same date. Any emails received on a Saturday or Sunday will not be processed until the next business day.
- Upon receiving and processing postings, Stacy will reply to your email and provide you with stamped copies of your postings as well as your receipt for payment.
- Filed postings will be uploaded into Vanguard as usual and will be searchable online at www.dentoncounty.com/recordingsearch.
 - Please allow up to 24 hours before postings become searchable online.
- During the time that this process is in place and in reference to the Denton County Disaster Declaration, physical access to the Denton County Courts Building will not be permitted. This includes no permitted access to the building by Denton County Clerk staff.
- In order for you, the trustee/submitter to comply with Texas Property Code, Section 51.000(b-1), the County Clerk has placed a notice of closure within the area indicated in the photograph below. This notice of closure will be viewable to you from outside the building should you need to attach your NOS near the County Clerk's notice of closure for photograph purposes.

Denton County Courts Building
1450 E. McKinney St.
Denton, TX 76209

